

John Barton Payne Building Reservation Form

Fauquier County Public Library
540-347-8750 FAX 540-349-3278

Date of Use		Time of use	
Purpose of Meeting			
Organization			
Representative's Name			
Address			
Phone			
Alternate Representative			
Alternate Phone			

Type of Group: check one

Payment received

	Fauquier County Government	no charge	
	Other Government Agency	\$35.00	
	Business or Individual	\$150.00	
	Non-profit Organization (501c(3) number required)	\$35.00	

I have received and read a copy of the policy governing the use of the John Barton Payne Community Hall and agree to abide by same. I understand that the John Barton Payne Building is not handicapped accessible. As a sponsor of the above group, I will be responsible for leaving the facility, including the kitchen, clean and neat, for fulfilling all other requirements listed in the policy, and for promptly returning the key.

Signature: _____

Key Claim

Key Barcode	Issued by	Date
Representative's name (please print)		
Representative's signature		

Key Return

Return Date	Received by
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